

TAX\$AVE 2003 OPEN ENROLLMENT MILESTONES

DATE – (2002)	EVENT
August 30	Initial paycheck message to employees paid through the State’s Centralized Payroll Unit announcing upcoming Open Enrollments (Tax\$ave 2003 and SHBP). Tax\$ave to start September 13, 2002.
September 3	<p>Horizon Healthcare direct mailing to current FSA enrollees reminding them they must reenroll to continue FSA participation in tax year 2003.</p> <p>Horizon Healthcare and the Division of Pensions and Benefits will begin bulk shipment of Tax\$ave Open Enrollment materials to State Monthly employers (State universities, colleges, authorities and commissions).</p>
September 6	<p>Delivery of payroll inserts to State Centralized Payroll Unit — Tax\$ave 2003 newsletter, POP flier, and FSA pamphlets.</p> <p>Colleges, universities, authorities and commissions should provide Horizon Healthcare with a list of employees who were eligible for Tax\$ave as of 9/1/02 to enable telephone and Internet enrollment availability.</p>
September 13	<p>Tax\$ave 2003 Open Enrollment announcement materials distributed to employees paid through the State Centralized Payroll Unit. Payroll inserts to be distributed with paychecks include Tax\$ave 2003 newsletter, POP, and FSA pamphlets.</p> <p>Second paycheck message announcing the start of the Tax\$ave Open Enrollment.</p> <p>Universities, colleges, authorities and commissions should distribute the Tax\$ave materials to their employees.</p>
September 13 through October 31	Tax\$ave 2003 Open Enrollment period.
October 11	Third paycheck “reminder” message. (Colleges, universities, authorities and commissions should consider providing similar reminders.)
October 25	Fourth paycheck “last chance reminder” message. (Colleges, universities, authorities and commissions should consider providing similar reminders.)
October 31	FSA Election Form postmark date for enrollment in UMSA and/or DCSA. Last day to enroll by telephone or Internet (through Horizon Healthcare’s automated voice response unit or Web site).
November 15	POP Declination Forms due at Centralized Payroll. (Colleges, universities, authorities and commissions establish own date.)
January 1, 2003	2003 Plan Year starts.
January 3, 2003	First deductions for 2003 Plan Year for employees paid through Centralized Payroll. (Colleges, universities, authorities and commissions should begin deductions with their first pay period in 2003.)